

Carlton, Gedling and District u3a Meeting of Executive Committee

10.30am – 12.00 pm Tuesday 24th February, Community Room Manor Green

1. **Welcome** – Mark Reynolds, Jenni White, Paul Christie, Cheryl Larcombe, Sandra Stanley, Teresa Clark, John Preston, Teresa Storey, Julie Adamson, Gabby Clebbs.
2. **Apologies** – Sue Warren, Gayle Harris
3. **Minutes**- January minutes agreed
4. **Matters Arising** not on the agenda - Ann Taylor has now resigned from the Committee.
5. **Committee Members and Trusteeship** – many of the current Committee were unaware that as a Committee member, you also become a Trustee for the organisation.
There are certain restrictions that prevent U3A members being a Committee member, and this information should be included in the induction pack given to potential members. This should also be included in generic job description for anyone wanting to join the Committee. **Action – MR to include the relevant details for clarification into both the Induction Pack and all Job Descriptions.**
6. **Gift aid** – there is still no agreement on the payment of Gift Aid between HMRC and the Third Age Trust, who is negotiating on behalf of U3As. Issues arise when two members pay together by one method. Can this be counted as two, or should it only be one? It is essential that members know if they pay tax or not. **Action – PC to check with the Treasurers Peer Group to check what is done in other U3As. Otherwise, wait for guidance from the TAT.**

Reports

7. **Chair**
 - a. January attendance previously reported at the January meeting
 - b. February attendance - 146 plus 3 visitors. It was decided that these figures did not need to be collected in future.
 - c. CPC – Questions were raised on whether chairs were needed in front of the sound booth for convenors. Two/three tables could be placed there for Membership/Trips and Visits and Theatre teams to free up space in the coffee area. In the coffee area there could then be tables for the six groups presenting and the raffle table. Other groups to be limited. **Action – SS to write to groups not presenting at the next meeting asking for them to get back to her at least one week before the meeting if they would like a table, but it cannot be guaranteed.** The changes to the raffle need to be announced, so that tickets can be sold before the interval and would be drawn before 11am. Winning numbers to be allocated a prize. £86 taken at last meeting for the raffle, which is slightly down on previous months. Money to be given to PC.
 - d. Kelly's Heroes Concert - update – over 100 tickets have been sold and more may be sold nearer the date. A raffle is to be held at this event, but the raffle team are unable to attend, so volunteers needed to sell tickets.
8. **Business Secretary** - Deferred to next meeting.

9. Treasurer

As at 22/02/26 the group has £24,852.86 in all its accounts. PC has received all paper statements and entered figures into the Finance spreadsheet. There were ten days when no-one had access to our online accounts with TSB due to change of signatories. There are now eight Sum-Up machines, with two being Solo machines needing no phone access. The Theatre group should have one by the next General meeting. Each group, when taking money via the machines have a unique two letter code to input. ^[OB]

10. Membership Secretary

a. Update Membership – Current membership – 549, including 7 new members, 27 associates, 7 honorary, 1 guest and 1 deceased.

Renewals time coming up. Everyone paying via PayPal or BACS will be included in the lists pulled off by PC to ensure CL is aware of everyone who has paid.

11. Newsletter

There were very few newsletters sold at the last meeting, so MR asked if numbers of printed copies should be reduced. Members with no email are entitled to a free copy and CL also gives any spare copies to new members. **Action – PC to find out how many are printed. Members to be canvassed to get their views on the Newsletter. MR to ask GB to ensure advert for Newsletter team is prominent on the website and in the Newsletter.**

12. Minutes and Social Secretary

Ideas needed for the Summer Social – potentially use groups from within the U3A. JA had suggested the Poppy Folk Carol Singers for December, but other suggestions were the Dementia Choir or the Fun Chorus, which does include some of our members. The pastor at the CPC to be asked about their fund-raising ideas. **Action – JW/TC to ask Shaun.**

13. Interest Group Coordinator

The new Family History group is to start in March, with a planning meeting being held this Friday. Quite a bit of interest in this already.

Drama group – due to a clash of personalities in the group, there has been a few issues. **Action – SS to meet with convenors to discuss the way forward.**

Fire Station Fob – Coleen Bee now has the new cards for gaining entrance to the Fire station. Each group is allocated two photo ID cards, one for the convenor and another for the deputy. It was agreed that the Committee would be responsible for these, specifically the Interest Group Coordinator who would then delegate this, potentially to a member of the TIG team.

14. Speaker seeker

JA doing a fantastic job on this, with speakers booked for all of 2026.

15. Marketing

The original posters for the U3A were designed by Paul Martinez. The Committee had previously decided not to use the NG4 magazine for advertising, but it was felt that we could trial this for 6 months to see how effective this is. **Action – TS to contact the magazine to find out how much a full page ad would be and any discounts for consecutive months. MR to contact PM about the software used, and to CQ about designing new posters.**

16. AOB

CL confirmed that two old laptops had been sent to the Turing Trust, and she had received acknowledgement of this. She is still to sort out the phone.

Next Committee Meeting 10.30 to 12pm, Tuesday 24th March, Manor Green Community Centre